

Safety Attribute Inspection (SAI) Data Collection Tool
1.3.11 Continuous Analysis and Surveillance (CAS) (AW)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To establish and maintain a system for the Continuing Analysis and Surveillance (CAS) of the performance and effectiveness of its inspection program, the program covering other maintenance, preventive maintenance and alterations, and for the correction of any deficiency in those programs, regardless of whether those programs are carried out by the certificate holder or by another person.

Objective (FAA oversight):

- To determine if the certificate holder's CAS System meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's CAS System incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's CAS System.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
121.135(a)(1)
121.135(b)(1)
121.135(b)(2)
121.135(b)(3)
121.373(a)
121.373(b)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
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- FAA Policy/Guidance:
FAA Order 8300.10, Volume 3, Chapter 37
FAA Order 8300.10, Volume 2, Chapter 65
FAA Order 8300.10, Volume 2, Chapter 69
HBAW 05-06
AC 120-16C
AC 120-79
HBAW 96-05C

SAI SECTION 1 - PROCEDURES ATTRIBUTE

Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be embedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the CAS System.
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the CAS System.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for a CAS System:	
1.1.	Does the certificate holder's manual specify how the certificate holder will establish and maintain the following CAS Systems: SRRs: 121.135(a)(1); 121.373(a)	
1.1.1	The system for the continuing analysis and surveillance of the performance and effectiveness of its inspection program, regardless of whether that program is carried out by the certificate holder or by another person? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	The system for the continuing analysis and surveillance of the performance and effectiveness of its program covering other maintenance, preventive maintenance, and alterations, regardless of whether that program is carried out by the certificate holder or by another person? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.3	The system for correction of any deficiencies in its inspection program and the program covering other maintenance, preventive maintenance, and alterations, regardless of whether those programs are carried out by the certificate holder or by another person? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Does the certificate holder's manual specify how the certificate holder will continually perform the following functions of the CAS System:	

	SRRs: 121.135(a)(1); 121.373(a)	
1.2.1	How the certificate holder will continually analyze the performance and effectiveness of its inspection program? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.2	How the certificate holder will continually conduct surveillance of the performance and effectiveness of its inspection program? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.3	How the certificate holder will continually analyze the performance and effectiveness of its program covering other maintenance, preventive maintenance, and alterations? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.4	How the certificate holder will continually conduct surveillance of the performance and effectiveness of its program covering other maintenance, preventive maintenance, and alterations? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.5	How the certificate holder will continually correct any deficiencies in its inspection program and the program covering other maintenance, preventive maintenance, and alterations? SRRs: 121.373(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Does the certificate holder's manual specify how the certificate holder will make changes to its inspection program and its program covering other maintenance, preventive maintenance, and alterations, whenever the Administrator finds that either or both of those programs do not contain adequate procedures or standards to meet the requirements of 14 CFR Part 121? SRRs: 121.373(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	<p>Does the certificate holder's CAS System comply with the general guidance contained in FAA Order 8300.10 Volume 2, Chapter 65, and Volume 3, Chapter 37?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> Check that the Certificate Holder's manual contains procedures for administering the continuing analysis and surveillance program that are clear and easy to understand. <i>Sources:</i> Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.15(AW); 2.1.1(AW); 2.1.1(OP); 7.1.1(AW); 7.1.2(AW) Check that the Certificate Holder's manual contains procedures that state how records are retained. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW) Check that the Certificate Holder's manual contains procedures for establishing qualifications of persons performing analysis. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW) Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system that address operational 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>matters, such as maintenance scheduling.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.5(AW); 1.3.14(AW); 7.1.1(AW); 7.1.6(AW)</p>	
5.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system that addresses control and accountability of work forms.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Sec. 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	
6.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system that address conformity to technical instruction.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Sec. 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	
7.	<p>Check that the Certificate Holder's manual has instructions that the procedural requirements of the continuing analysis and surveillance system are to be followed.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.6(AW); 1.3.14(AW); 1.3.16(AW); 4.2.1(AW); 7.1.1(AW)</p>	
8.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for examining the adequacy of maintenance equipment.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Sec. 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 5.1.1(AW); 7.1.1(AW)</p>	
9.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for examining the adequacy of maintenance facilities and shop orderliness.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 5.1.1(AW); 7.1.1(AW)</p>	
10.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for examining the adequacy of parts protection and inventory.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.3(AW); 1.3.7(AW); 1.3.10(AW); 1.3.14(AW); 1.3.21(AW); 1.3.22(AW); 5.1.1(AW)</p>	
11.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for examining the adequacy of mechanic competency.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5,C Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 4.2.1(AW); 4.2.2(AW); 4.4.1(AW); 4.4.4(AW); 7.1.1(AW)</p>	
12.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance programs that are separate from other maintenance functions for maximum effectiveness.</p>	

	<p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, A Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	
13.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program that personnel with CAS responsibilities, and assigned to another organizational unit which has other duties, should perform CAS duties independently of the other duties.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, A Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	
14.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for charting or other appropriate methods for recording and accounting of pertinent data at specified intervals.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, B Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 1.3.15(AW); 1.3.20(AW); 7.1.1(AW); 7.1.2(AW)</p>	
15.	<p>Check that the Certificate Holder's manual has procedures that ensure that when a maintenance contract agency is used to provide the operator with essential information (such as failure characteristics, service times, etc.), that information is transmitted back to the operator for use in it's CAS program.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, C</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.7(AW); 1.3.14(AW); 1.3.15(AW); 1.3.20(AW); 7.1.1(AW)</p>	
16.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program that data for a smaller fleet is reviewed individually when aircraft fleets are grouped together for the purposes of data collection.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, D Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 1.3.15(AW); 1.3.20(AW); 7.1.1(AW)</p>	
17.	<p>Check that the Certificate Holder's manual has procedures that ensure that when a contractor is used for total maintenance support, the requirement for CAS remains the responsibility of the operator.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, E Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.7(AW); 1.3.8(AW); 1.3.9(AW); 1.3.10(AW); 1.3.15(AW); 5.1.1(AW)</p>	
18.	<p>Check that the Certificate Holder's manual has procedures that ensure that there are enough personnel and resources to accomplish both the audit and performance analysis functions of the continuing analysis and surveillance program.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, E Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 1.3.15(AW); 7.1.2(AW)</p>	
19.	<p>Check that the Certificate Holder's manual has procedures that ensure that if the continuing analysis and surveillance data collection program uses a manufacturer as a collection and analysis center, the Administrator is contacted for it's approval.</p>	

	<p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, G Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 1.3.15(AW); 1.3.20(AW); 7.1.2(AW)</p>	
20.	<p>Check that the Certificate Holder's manual has procedures that ensure that if the continuing analysis and surveillance data collection program uses a manufacturer as a collection and analysis center, the operator is still responsible for the development and implementation of corrective actions and the overall effectiveness of the program.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 7, G Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 1.3.15(AW); 1.3.20(AW); 7.1.1(AW)</p>	
21.	<p>Check that the Certificate Holder's continuing analysis and surveillance program contains procedures to include an organizational chart that defines the lines of authority.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C, (1) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 7.1.1(AW)</p>	
22.	<p>Check that the Certificate Holder's continuing analysis and surveillance program contains procedures that include definitions of responsibilities and duties.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C, (2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	
23.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for example forms or reports that are used.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C, (4) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.14(AW)</p>	
24.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review covering accountability for all inspection requirements.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.14(AW); 7.1.2(AW)</p>	
25.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review covering routine maintenance records.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW)</p>	
26.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review covering non-routine maintenance records.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW)</p>	
27.	<p>Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review covering overhaul records.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p>	

	<p>28. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review covering Methods of Airworthiness Directives (AD's) compliance. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5) <i>Interfaces:</i> 1.3.6(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>29. Check that the Certificate Holder's manual has in the continuing analysis and surveillance program for a record review covering Service bulletin compliance. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5) <i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>30. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review of approved data that was used for major repairs. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5) <i>Interfaces:</i> 1.3.9(AW); 1.3.14(AW)</p> <p>31. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a record review of approved data that was used for alterations. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, C (5) <i>Interfaces:</i> 1.3.9(AW); 1.3.14(AW)</p> <p>32. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program that will ensure that the staffing, described in the manual, is available and appropriate for the complexity of the operator/applicant's operation. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, D Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW)</p>	
1.5.	<p>Does the auditing function of the certificate holder's CAS System comply with the guidance contained in FAA Order 8300.10 Volume 2, Chapter 65, and Volume 3, Chapter 37?</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" for follow-up of components removed. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.10(AW); 1.3.15(AW); 7.1.1(AW)</p> <p>2. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function". for tear-down reports (including those from vendor's) for removed components. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.10(AW); 1.3.15(AW); 7.1.1(AW)</p> <p>3. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" for examining the administrative and supervisory aspects of the operator's program. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.14(AW); 1.3.24(AW); 7.1.1(AW); 7.1.2(AW)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>4. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" for examining the administrative and supervisory aspects of the operator's program for work done outside of the operator's basic organization. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 1.3.24(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>5. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Main Base operates in accordance with company procedures, which includes ensuring that all publications and work forms are current and readily available to the user. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</p> <p>6. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Main Base operates in accordance with company procedures, which includes ensuring that major repairs/alterations are classified properly and accomplished with approved data. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>7. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Main Base operates in accordance with company procedures, which includes ensuring that carryover items and deferred maintenance are properly handled. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 7.1.1(AW); 7.1.6(AW)</p> <p>8. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Main Base operates in accordance with company procedures, which includes ensuring that vendors are properly authorized, qualified, staffed, and equipped to do the contractor function according to the operator's manual. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.7(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 4.2.1(AW); 4.2.2(AW)</p> <p>9. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Sub Base operates in accordance with company procedures, which includes ensuring that all publications and work forms are current and readily available to the user. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</p>	
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	<p>10. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Sub Base operates in accordance with company procedures, which includes ensuring that major repairs/alterations are classified properly and accomplished with approved data.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>11. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Sub Base operates in accordance with company procedures, which includes ensuring that carryover items and deferred maintenance are properly handled.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 7.1.1(AW); 7.1.6(AW)</p> <p>12. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Sub Base operates in accordance with company procedures, which includes ensuring that vendors are properly authorized, qualified, staffed, and equipped to do the contractor function according to the operator's manual.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.7(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 4.2.1(AW); 4.2.2(AW)</p> <p>13. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Line Station operates in accordance with company procedures, which includes ensuring that all publications and work forms are current and readily available to the user.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</p> <p>14. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Line Station operates in accordance with company procedures, which includes ensuring that major repairs/alterations are classified properly and accomplished with approved data.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>15. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Line Station operates in accordance with company procedures, which includes ensuring that carryover items and deferred maintenance are properly handled.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 1.3.14(AW);</p>	
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	<p>7.1.1(AW); 7.1.6(AW)</p> <p>16. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the Line Station operates in accordance with company procedures, which includes ensuring that vendors are properly authorized, qualified, staffed, and equipped to do the contractor function according to the operator's manual.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.7(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 4.2.1(AW); 4.2.2(AW)</p> <p>17. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the shops operate in accordance with company procedures, which include ensuring that all publications and work forms are current and readily available to the user.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</p> <p>18. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the shops operate in accordance with company procedures, which include ensuring that all major repairs/alterations are classified properly and accomplished with approved data.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>19. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the shops operate in accordance with company procedures, which include ensuring that carryover items and deferred maintenance are properly handled.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 7.1.1(AW); 7.1.6(AW)</p> <p>20. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "audit function" that ensure that the shops operate in accordance with company procedures, which include ensuring that vendors are properly authorized, qualified, staffed, and equipped to do the contractor function according to the operator's manual.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section1,5, B(1)(a) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.7(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 4.2.1(AW); 4.2.2(AW)</p> <p>21. Check that the Certificate Holder's manual contains procedures that provide for a continuous audit of the total maintenance program.</p> <p><i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW);</p>	
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	<p>7.1.1(AW)</p> <p>22. Check that the Certificate Holder's manual contains procedures that provide for a continuous audit of contract agencies. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>23. Check that the Certificate Holder's manual contains procedures that state who is responsible for performing audits (normally, an independent agency that is assigned to the quality assurance/inspection department). <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>24. Check that the Certificate Holder's manual contains procedures that state what is being audited (e.g. manuals, maintenance, record entries, Required Inspection Items (RII), training, airworthiness releases, deferred maintenance, vendors, etc.) <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>25. Check that the Certificate Holder's manual contains procedures that state when the audits are performed. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>26. Check that the Certificate Holder's manual contains procedures that state how the audits are documented. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (a) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>27. Check that the Certificate Holder's manual contains procedures for recording audit findings and subsequent actions. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>28. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that evaluates the organization's performance. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW)</p> <p>29. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that will identify the performance deficiencies.</p>	
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	<p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW)</p> <p>30. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for auditing aircraft inspections.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>31. Check that the Certificate Holder's manual has in the continuing analysis and surveillance program for auditing scheduled maintenance.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>32. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing unscheduled maintenance.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>33. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing unscheduled maintenance.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>34. Check that the Certificate Holder's manual has in the continuing analysis and surveillance program for auditing aircraft, engine, prop and appliance repairs and overhauls.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>35. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing maintenance manuals.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP); 2.1.5(AW); 2.1.5(OP); 7.1.1(AW)</p> <p>36. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing Mechanical Interruption Summary Reports (MISR's).</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.5(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>37. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing vendor facilities and capabilities.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p>	
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	<p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>38. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing the maintenance organization staffing.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 5.1.1(AW); 7.1.1(AW)</p> <p>39. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing Required Inspection Item Program (RII's).</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.4(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 7.1.1(AW)</p>	
1.6.	<p>Does the performance analysis / mechanical performance monitoring function of the certificate holder's CAS System comply with the guidance contained in FAA Order 8300.10 Volume 2, Chapter 65, and Volume 3, Chapter 37?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains procedures to analyze each audit to identify deficiencies. <p><i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <ol style="list-style-type: none"> 2. Check that the Certificate Holder's manual contains procedures to provide for further analysis to determine system breakdown. <p><i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <ol style="list-style-type: none"> 3. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function for daily monitoring related to the performance of affected aircraft systems, including aircraft engines and components. <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <ol style="list-style-type: none"> 4. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for monitoring daily mechanical problems for affected aircraft. <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <ol style="list-style-type: none"> 5. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for daily monitoring deferred maintenance items including excessive number and times. <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

	<p>7.1.1(AW); 7.1.2(AW)</p> <p>6. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function for long-term monitoring related to the performance of affected aircraft systems, including aircraft engines and components. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>7. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for long-term monitoring of pilot reports compiled by Air Transport Association (ATA) code. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>8. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for long-term monitoring of Mechanical Interruption Summary Reports (MIS). <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>9. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for long-term monitoring of any high number of unscheduled component removals. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>10. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for emergency response related to the performance of affected aircraft systems, including aircraft engines and components. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 5.1.1(AW); 7.1.1(AW); 7.1.2(AW); 7.1.3(AW); 7.1.3(OP); 7.1.6(AW)</p> <p>11. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system "performance analysis function" for emergency response related to monitoring contained engine failures. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 1, 5, B (1)(b) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.5(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW); 7.1.3(AW); 7.1.3(OP); 7.1.6(AW)</p> <p>12. Check that the Certificate Holder's manual includes procedures for responding to critical and/or emergency safety-related situations and those situations are defined. <i>Sources:</i> 8300.10 Vol. 3 Chapter 37 Section 2, Paragraph 5, C (3) (a)</p>	
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13.	<p>Check that the Certificate Holder's manual includes procedures for responding to critical and/or emergency safety-related situations and the notification/ coordination process.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (a)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
14.	<p>Check that the Certificate Holder's manual includes procedures for responding to critical and/or emergency safety-related situations and determining if similar situations exist on other aircraft.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (a)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
15.	<p>Check that the Certificate Holder's manual includes procedures for responding to critical and/or emergency safety-related situations and implementation of corrective action.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (a)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
16.	<p>Check that the Certificate Holder's manual includes procedures for responding to critical and/or emergency safety-related situations and how the FAA is notified.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (a)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
17.	<p>Check that the Certificate Holder's manual contains procedures for day-to-day monitoring and conducting periodic meetings with required personnel to discuss mechanical performance and identify the need for corrective action.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
18.	<p>Check that the Certificate Holder's manual includes procedures for what items are discussed.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
19.	<p>Check that the Certificate Holder's manual includes procedures for when meetings are conducted.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
20.	<p>Check that the Certificate Holder's manual includes procedures for who attends the meetings.</p>	

	<p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
21.	<p>Check that the Certificate Holder's manual includes procedures for how the records of these meetings are forwarded to the FAA.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (b)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
22.	<p>Check that the Certificate Holder's manual contains procedures for the data collection for the long-term monitoring of the mechanical performance function of the program.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (c)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
23.	<p>Check that the Certificate Holder's manual contains procedures for the data collection for the long-term monitoring of the mechanical performance function including what operational data is used.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (c)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
24.	<p>Check that the Certificate Holder's manual contains procedures for the data collection for the long-term monitoring of the mechanical performance function including what forms are used to collect the data.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (c)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
25.	<p>Check that the Certificate Holder's manual contains procedures for the data collection for the long-term monitoring of the mechanical performance function including who is responsible for compiling the data.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (c)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
26.	<p>Check that the Certificate Holder's manual contains procedures for the data collection for the long-term monitoring of the mechanical performance function including when and how often the data is collected.</p> <p><i>Sources:</i> 8300.10 Volume 3 Chapter 37 Section 2, Paragraph 5, C (3) (c)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p>	
27.	<p>Check that the Certificate Holder's manual contains procedures for the long-term monitoring data analysis of operational data, which include when the analysis is to be performed.</p> <p><i>Sources:</i> 8300.10 Volume 2 Chapter 37 Section 2, Paragraph 5, C (3)(d)</p> <p><i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW);</p>	

	<p>7.1.1(AW)</p> <p>28. Check that the Certificate Holder's manual contains procedures for the long-term monitoring data analysis of operational data, which include who is responsible for the performing the initial analysis. <i>Sources:</i> 8300.10 Volume 2 Chapter 37 Section 2, Paragraph 5, C (3)(d) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>29. Check that the Certificate Holder's manual contains procedures for the long-term monitoring data analysis of operational data, which include what conditions, based on performance standards, warrants corrective action. <i>Sources:</i> 8300.10 Volume 2 Chapter 37 Section 2, Paragraph 5, C (3)(d) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>30. Check that the Certificate Holder's manual contains procedures for the long-term monitoring data analysis of operational data, which include who is responsible for performing further analysis and making corrective action recommendations. <i>Sources:</i> 8300.10 Volume 2 Chapter 37 Section 2, Paragraph 5, C (3)(d) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>31. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a system of data collection and analysis. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 1, 5,B,(2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.2.2(AW); 1.2.3(AW); 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.5(AW); 1.3.9(AW); 1.3.15(AW); 1.3.20(AW); 1.3.23(AW); 4.2.1(AW)</p> <p>32. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program that data collection may or may not be part of an approved reliability program. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 5,B (2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.2.2(AW); 1.2.3(AW); 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.5(AW); 1.3.9(AW); 1.3.15(AW); 1.3.20(AW); 1.3.23(AW); 4.2.1(AW)</p> <p>33. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that evaluates the organization's performance. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW)</p> <p>34. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that will identify the performance deficiencies. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p>	
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	<p><i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW)</p> <p>35. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance system for analyzing aircraft inspections.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>36. Check that the Certificate Holder's manual has in the continuing analysis and surveillance program for analyzing scheduled maintenance.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>37. Check that the Certificate Holder's manual has in the continuing analysis and surveillance program for analyzing, aircraft, engine, prop and appliance repairs and overhauls.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 7.1.2(AW)</p> <p>38. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program analyzing maintenance manuals.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP); 2.1.5(AW); 2.1.5(OP); 7.1.1(AW)</p> <p>39. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing Mechanical Interruption Summary Reports (MISR's).</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.2.5(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>40. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing vendor facilities and capabilities.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 7.1.1(AW)</p> <p>41. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing the maintenance organization staffing.</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.3(AW); 1.3.7(AW); 1.3.14(AW); 5.1.1(AW); 7.1.1(AW)</p> <p>42. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for auditing and analyzing Required Inspection Item Program (RII's).</p> <p><i>Sources:</i> Order 8300.10 Volume 2, Chapter 65, Section 2, 5, B. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.4(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 7.1.1(AW)</p>	
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1.7.	<p>Does the certificate holder's system for the correction of any deficiency in the inspection program or the program covering other maintenance, preventive maintenance, or alterations comply with the guidance contained in FAA Order 8300.10 Volume 2, Chapter 65?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains procedures to initiating corrective action for each deficiency identified in an audit. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW) 2. Check that the Certificate Holder's manual contains procedures providing for on-the-spot corrective action of deficiencies identified during an audit, if appropriate. <i>Sources:</i> Order 8300.10 Vol. 3, Chapter 37, Section 2, Paragraph 5. C (6) (b) <i>Interfaces:</i> 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.14(AW); 7.1.1(AW) 3. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that determines and implements corrective actions. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW) 4. Check that the Certificate Holder's manual has procedures in the continuing analysis and surveillance program for a continuous internal audit and analysis system that determines the effectiveness of corrective actions. <i>Sources:</i> Order 8300.10 Volume 2, Chapter 65 Section 2, 5, A. Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.3(AW); 1.3.14(AW); 5.1.1(AW); 7.1.2(AW) 5. Check that the Certificate Holder's manual has procedures for taking corrective action based on the data analysis which describe who has responsibility for implementing corrective action. <i>Sources:</i> 8300.10 Volume 3, Chapter 37, Section 5, Paragraph C (5) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 7.1.2(AW) 6. Check that the Certificate Holder's manual has procedures for taking corrective action based on the data analysis that describes when the corrective action will be implemented. <i>Sources:</i> 8300.10 Volume 3, Chapter 37, Section 5, Paragraph C (5) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 7.1.2(AW) 7. Check that the Certificate Holder's manual has procedures for taking corrective action based on the data analysis that describes how the corrective action will be phased into the maintenance program. <i>Sources:</i> 8300.10 Volume 3, Chapter 37, Section 5, Paragraph C (5) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 7.1.2(AW) 8. Check that the Certificate Holder's manual contains audit functions that include procedures for timely implementation of corrective action from the data analysis. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> 8300.10 Volume 3, Chapter 37, Section 2. Paragraph 5, C (6)(c)</p> <p><i>Interfaces:</i> 1.3.4(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 7.1.2(AW)</p> <p>9. Check that the Certificate Holder's manual contains audit functions that include procedures for follow-up to determine effectiveness of the corrective action.</p> <p><i>Sources:</i> 8300.10 Volume 3, Chapter 37, Section 2. Paragraph 5, C (6)(c)</p> <p><i>Interfaces:</i> 1.3.4(AW); 1.3.14(AW); 4.1.1(AW); 4.1.2(AW); 7.1.2(AW)</p>	
1.8.	Does the certificate holder's CAS System comply with the guidance contained in FAA Order 8300.10, Volume 2, Chapter 69 for conducting audits on substantial maintenance providers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.	<p>Does the certificate holder's CAS System comply with the guidance contained in FAA Advisory Circular AC 120-16C?</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides for timely corrective action on the degree and frequency of adjustment and calibration of equipment used by it or another person.</p> <p><i>Sources:</i> AC 120-16C 9.a.(2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.8(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>2. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance is, in fact, preformed in accordance with the methods specified in the operator's manuals.</p> <p><i>Sources:</i> AC 120-16C 9.b(2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>3. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance is, in fact, preformed in accordance with the standards specified in the operator's manuals.</p> <p><i>Sources:</i> AC 120-16C 9.b(2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>4. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance is, in fact, preformed in accordance with the techniques specified in the operator's manuals.</p> <p><i>Sources:</i> AC 120-16C 9.b(2) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>5. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance forms are screened for completeness.</p> <p><i>Sources:</i> AC 120-16C 9.b(3) Order 8300.10 Volume 3, Chapter 37,</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>6. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance forms are screened for proper entries. <i>Sources:</i> AC 120-16C 9.b(3) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW); 1.3.14(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>7. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure maintenance forms are screened for RII identification. <i>Sources:</i> AC 120-16C 9.b(3) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.14(AW); 4.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>8. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function, provides a continuous audit of the total maintenance system to assure records pertaining to tracked components are cross-referenced to stock issue records, etc., to minimize errors. <i>Sources:</i> AC 120-16C 9.b(4) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.1(AW); 1.3.10(AW); 1.3.14(AW); 1.3.21(AW); 1.3.22(AW); 7.1.1(AW); 7.1.2(AW)</p> <p>9. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function provides a continuous audit of the total maintenance system to assure indications of inadequate training. <i>Sources:</i> AC 120-16C 9.b(5) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.14(AW); 4.2.1(AW); 4.2.2(AW)</p> <p>10. Check that the Certificate Holder's manual has procedures that ensure that a quality control or internal audit function provides a continuous audit of the total maintenance system to assure airworthiness releases are executed by designated persons. <i>Sources:</i> AC 120-16C 9.b(6) Order 8300.10 Volume 3, Chapter 37, Section 2, Paragraph 5, C, (2) <i>Interfaces:</i> 1.3.14(AW); 4.2.1(AW); 4.2.2(AW)</p>	
1.10	Does the certificate holder's Continuous Analysis and Surveillance (CAS) System comply with the guidance contained in FAA Advisory Circular 120-79?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Does the certificate holder's manual contain general policies for the CAS System that comply with the SRRs? SRRs: 121.135(b)(1); 121.373(a); 121.373(b) <i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual system contains a general policy that they must establish and maintain a system for the continuing analysis and surveillance of the performance and effectiveness of its inspection program and the program covering other maintenance,</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>preventive maintenance, and alterations and for the correction of any deficiency in those programs, regardless of whether those programs are carried by the Certificate Holder or by another person.</p> <p><i>Sources:</i> 121.135(a)(1); 121.373(a)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.2(AW); 1.2.3(AW); 1.2.4(AW); 1.2.5(AW); 1.3.1(AW); 1.3.2(AW); 1.3.3(AW); 1.3.4(AW); 1.3.5(AW); 1.3.6(AW); 1.3.7(AW); 1.3.8(AW); 1.3.9(AW); 1.3.10(AW); 1.3.15(AW); 1.3.16(AW); 1.3.17(AW); 1.3.18(AW); 1.3.20(AW); 1.3.21(AW); 1.3.22(AW); 1.3.24(AW); 2.1.1(AW); 2.1.1(OP); 4.1.1(AW)</p> <p>2. Check that the Certificate Holder's manual contains a general policy that whenever the Administrator finds that either or both of the programs described in 14CFR part 121.373(a) does not contain adequate procedures and standards to meet the requirements of this part, the Certificate Holder shall, after notification by the Administrator, make any changes in those programs that are necessary to meet those requirements.</p> <p><i>Sources:</i> 121.135(b)(1); 121.373(b)</p> <p><i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.15(AW); 2.1.1(AW); 2.1.1(OP); 7.1.1(AW); 7.1.2(AW)</p>	
3.	<p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	<p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the CAS System?</p> <p>SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	<p>Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the CAS System?</p> <p>SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions, and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the CAS System:	
1.1.	Is there a control or controls in place to ensure that the certificate holder conducts audits to determine the performance and effectiveness of its inspection program and its program covering other maintenance, preventive maintenance, and alterations, regardless of whether those programs are carried out by the certificate holder or by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that the certificate holder collects and analyzes data to determine the performance and effectiveness of its inspection program and its program covering maintenance, preventive maintenance, and alterations, regardless of whether those programs are carried out by the certificate holder or by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that the certificate holder initiates corrective action plans with timelines based upon the severity of deficiencies in its inspection program and its program covering other maintenance, preventive maintenance, and alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure that the certificate holder's CAS System meetings are effective in identifying systemic problems, determining the root cause of deficiencies, and determining appropriate corrective actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control or controls in place to ensure that the certificate holder conducts adequate follow-up to ensure that corrective actions are appropriate, timely, and effective?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that the certificate holder complies with the requirements in its CAS System for responding to emergency/critical situations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a control or controls in place to ensure that the personnel who carry out the functions of the CAS System are properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Is there a control or controls in place to ensure that the general, administrative	<input type="checkbox"/> Yes

	and personnel requirements of the certificate holder's CAS System are properly complied with?	<input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the certificate holder to measure and to assess its processes, to identify and to correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures or instructions, and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety related issues) and the auditing function of the Continuous Analysis and Surveillance System (CAS) (for airworthiness or maintenance/inspection related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists, and the CAS system audit forms or checklists to include the specific process measurements for each element.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's CAS System include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to conduct audits to determine the performance and effectiveness of its inspection program, and its program covering other maintenance, preventive maintenance, and alterations regardless of whether those programs were carried out by the certificate holder or by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to collect and analyze data to determine the performance and effectiveness of its inspection program, and its program covering maintenance, preventive maintenance, and alterations regardless of whether those programs were carried out by the certificate holder or by another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to initiate corrective action plans with timelines based upon the severity of deficiencies in its inspection program, and its program covering other maintenance, preventive maintenance, and alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would reveal if the certificate holder's CAS System meetings were not effective in identifying systemic problems, determining the root cause of deficiencies, and determining appropriate corrective actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a process measurement or process measurements that would reveal if	<input type="checkbox"/> Yes

	the certificate holder failed to conduct adequate follow-up to ensure that corrective actions were appropriate, timely, and effective?	<input type="checkbox"/> No, Explain
1.6.	Is there a process measurement or process measurements that would reveal if the certificate holder failed to comply with the requirements in its CAS System for responding to emergency/critical situations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a process measurement or process measurements that would reveal if the personnel who carry out the functions of the CAS System were not properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Is there a process measurement or process measurements that would reveal if the general, administrative, and personnel requirements of the certificate holder's CAS System were not properly complied with?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information in its manual were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual provide for the use of process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 4 - INTERFACES ATTRIBUTE

Objective: Interfaces are used by the certificate holder to identify and to manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures or instructions, and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures or instructions, and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the interfaces associated with the CAS System that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2.	Review the certificate holder's policies, procedures or instructions, and information to gain an understanding of the interfaces that it has documented.

Questions

	To meet this objective, the inspector must answer the following questions: Note: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's manual address the interfaces that are identified along with the questions in section 1, Procedures of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 4 - INTERFACES ATTRIBUTE Drop-Down Menu	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES

Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the CAS System.
2.	Identify the person who has overall authority for the CAS System.
3.	Review the duties and responsibilities of the person(s), documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual clearly identify who is responsible for the quality of the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the CAS System? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include the instructions and information for those who manage the work required by the CAS System? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions and information for the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the CAS System?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES Drop-Down Menu	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.